



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

February 5, 2009

Ms. Laura Klask, Controller  
Amulet Technologies, LLC  
700 Gale Drive, Suite 190  
Campbell, CA 95008  
[klask@pacbell.net](mailto:klask@pacbell.net)

**TRANSMITTED VIA EMAIL**

Dear Ms. Klask:

**RE: FINAL MONITORING VISIT REPORT for Amulet Technologies, LLC – ET08-0133**

The following report closes out the Monitoring Processes for this project.

<b>Date of Final Desk Review:</b>	1/22/2009
<b>Date of Last Visit:</b>	6/28/2007; invoicing technical assistance - 10/7/2008
<b>Visit Location:</b>	Via phone conference
<b>Persons in attendance:</b>	You; and Ms. Anna Nastari, Analyst, ETP
<b>Action Required:</b>	No

## **CONTRACT INFORMATION:**

<b>Term of Agreement:</b>	7/2/2007 – 7/1/2008	<b>Agreement Amount:</b>	\$7,644
<b>Training Start Date:</b>	7/12/2007	<b>No. to Retain:</b>	7
<b>Date Training must be Completed:</b>	4/1/2008	<b>Range of Hours:</b>	8 - 60
<b>Type of Trainee:</b>	Retraitees	<b>Weighted Ave. Hours:</b>	42

## **FINAL REPORT SUMMARY:**

### **• HISTORY OF AGREEMENT CHANGES**

There were no changes to this Agreement.

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
SACRAMENTO, CA 95814  
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE  
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NORTH HOLLYWOOD, CA 91602  
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE  
1065 East Hillsdale Blvd, Suite 415  
FOSTER CITY, CA 94404  
(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

[www.etp.ca.gov](http://www.etp.ca.gov)  
ETP (04/15/05)

- ***REPORT FROM YOU, THE SIGNATORY:***

- *What barriers, if any, did your company experience in implementing your ETP project?*

You reported that the process went smoothly.

- *What problems, if any, did your company experience with ETP record keeping?*

Your training project was small delivered over a short time span. You found the record keeping easy and didn't experience any problems.

- *What assistance could ETP have provided that would improve the process for future Contractors?*

You reported that your project was simple and the ETP's assistance was outstanding. You do not have any recommendations for improvement at this time.

- *How did your company benefit from the ETP training?*

The training helped to improve Amulet Technologies' company's processes, structure, and implement the first phase of ISO. The company's ability to do business with larger companies is dependant on the implementations of ISO, which is important in dealing with your various customers.

***Breakdown of earnings:***

Amulet Technologies' records show that 7 trainees completed training and the 90 day retention period (100% of planned retentions). Amulet Technologies earnings are \$5,824 (76% of the encumbered total \$7,644). Current records show that Amulet Technologies has received \$5,824 in payments, all of which has been approved as earned.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	7	<b>Completed Training:</b>	7
<b>Dropped Following Enrollment:</b>	0	<b>Completed Retention:</b>	7
<b>Completed Minimum Hours for reimbursement:</b>	7	<b>In Retention Period:</b>	0

**AUDIT:**

Amulet Technologies will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)

- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Anna Nastari at (650) 655-6941 or at [anastari@etp.ca.gov](mailto:anastari@etp.ca.gov) within ten (10) working days from receipt of this report.

Sincerely,



Creighton Chan, Manager  
San Francisco Bay Area Regional Office



Anna Nastari, Contract Analyst  
San Francisco Bay Area Regional Office

cc: Kulbir Mayall, Fiscal Manager  
Master File  
Project File

Date report mailed to Contractor 2/11/09